

***ATTACHMENT 6 – FLEET MANAGEMENT NONTANK VESSEL RESPONSE PLAN, SECTION 2***

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## SECTION 2

### NOTIFICATION PROCEDURES

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## 2.1 NOTIFICATION PROCEDURES & PRIORITIES

Notifications of the incident must be made immediately to:

- Qualified Individual - Notify IMMEDIATELY
- US Coast Guard; National Response Center - Notify IMMEDIATELY
- Contracted clean-up resources - Notify IMMEDIATELY
- When in California waters: California Office of Emergency Services
- Owner/Operator
- Agents for Owner/Operator
- Any local state requirements as per *Appendix A* of this Plan

The report must contain an estimate of spilt volume, to determine response activation. Refer to *Appendix C* for sample specific notifications checklist.

## 2.2 NOTIFICATIONS CHECKLIST

In accordance with the procedures outlined in this Plan, "A Person In charge Of a Vessel" shall make rapid and accurate notification of all actual or potential oil discharges without delay, using the following checklist. If the *Qualified Individual*, or the *Alternate Qualified Individual* is unavailable, refer to the appropriate COTP Zone in *Appendix A* of this plan for the additional notifications. These notifications shall meet the requirements of MARPOL 73/78 and 33 CFR part 153.

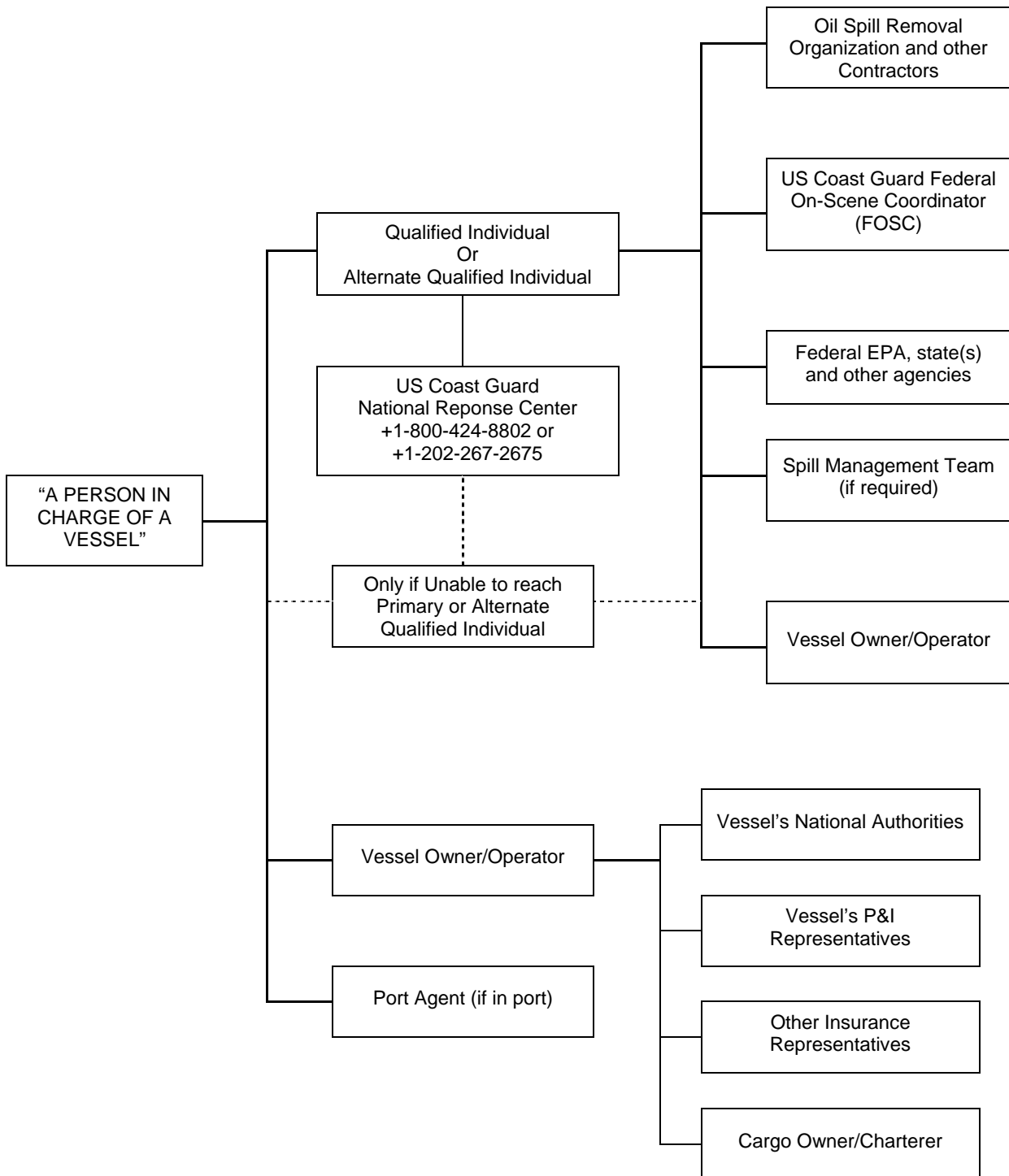
NOTIFICATIONS CHECKLIST	
1.	<div> <div> <b>Qualified Individual</b>  O'Brien Oil Pollution Service, Inc. (OOPS)  Notify IMMEDIATELY (Voice Contact)  <b>INFORM QI TO MAKE NOTIFICATION TO NATIONAL RESPONSE CENTER.</b> </div> <div> <b>Alternate Qualified Individual</b>  O'Brien Oil Pollution Service, Inc. (OOPS)  Notify IMMEDIATELY </div> <div> <b>National Response Center (NRC-USCG)</b>  QI will notify IMMEDIATELY on behalf of the vessel. </div> </div> <div> Telephone: +1-985-781-0804 – 24 hour Emergency  (Follow Up Notification in Writing)  Facsimile: +1-985-781-0580  Email: <a href="mailto:commandcenter@oopsusa.com">commandcenter@oopsusa.com</a> </div> <div> Telephone: +1-713-470-1139 – 24 hour Emergency  (Follow Up Notification in Writing)  Facsimile: +1-985-781-0580  Email: <a href="mailto:commandcenter@oopsusa.com">commandcenter@oopsusa.com</a> </div> <div> Telephone: +1-202-267-2675  +1-800-424-8802 </div>
2.	If not able to notify <i>Qualified Individual</i> , make ALL notifications required as per the applicable GSA in <i>Appendix A</i> of this plan.
3.	Owner/Operator  (See <i>Appendix B Vessel Specific Information</i> / Section 5.1 respectively for contact details)
4.	Port Agents - (If in port) – Per voyage orders.

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QUALIFIED INDIVIDUAL CHECKLIST	
1.	<b>Immediately notify USCG National Response Center (NRC)</b> – <i>See applicable GSA in Appendix A of this plan.</i>
2.	An immediate decision regarding spill response equipment and personnel is required. The appropriate Oil Spill Removal Organizations (OSRO) ( <i>identified in Section 5.2</i> ) and/or Salvage/Firefighting provider ( <i>identified in Section 5.6</i> ) must be notified and activated as required.
3.	Remain in constant communication with the Federal On-Scene Coordinator (FOSC) (listed in <i>Appendix A Foreword</i> of this Plan) to relay information about the vessel's position, report the action initiated and coordinate initial shore-based response actions.
4.	Notify all required state and other agencies listed under <i>Appendix A Foreword</i> , relevant to the location of the vessel.
5.	Notify Spill Management Team, and vessel Owner/Operator, and commence response activity. Take charge of salvage and clean-up operations until relieved by the Spill Management Team's incident Commander or Owner's representative (or the incident is concluded).
OWNER/OPERATOR CHECKLIST	
1.	Notify Vessel's National Authorities
2.	Notify Insurance Manager
3.	Notify P&I representatives and any other legal representative as desired.
4.	Cargo Owner / Charterer

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### 2.3 **DIAGRAM OF NOTIFICATIONS**



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## **2.4 COMMUNICATION METHODS**

Direct voice is the primary communications method and shall be used for spill notification. When direct voice communication is not possible, secondary communication, on line reporting shall be used. All communications must be consistent with procedures specified in the VRP. Voice notification to the Qualified Individual and the US Coast Guard National Response Center will fulfill the notification requirements.

## **2.5 INFORMATION FOR CASUALTY REPORT**

The Person in Charge of a vessel makes the casualty report as soon as the nature of the pollution incident or casualty is known. The Person in Charge of a vessel makes his verbal notification reports to the Qualified Individual, USCG (National Response Center), and Owner/Operator and other interested parties.

The format and content of an initial incident report is given below. The format is consistent with the General Principles for Ship Reporting Systems and Ship Reporting Requirements, including Guidelines for Reporting Incidents involving dangerous goods, harmful substances and/or Marine Pollutants, adopted as Resolution A.851(20) by the International Maritime Organization (IMO), and USCG.

The report should contain the following information:

AA (Ship) The name of the ship, call sign or ship station identity, MMSI, INMARSAT MES (if available), flag, and reporting party/Master's name are to be entered in this block.

BB (Date & Time of event) Enter a six (6) digit group giving the day of month (first two digits) and hours and minutes (last four digits). This information is given in UTC (Zulu) time. If other than UTC, state time zone used.

CC (Position) Enter a four (4) digit group giving latitude in degrees and minutes suffixed with N (North) or S (South) and a five (5) digit group giving longitude in degrees and minutes suffixed with E (East) or W (West).

DD (Position) Enter the first three (3) digits of the true bearing. State the distance in nautical miles from a clearly identified landmark. Be sure to state the name of the landmark used.

(\*\*\*NOTE: Either CC or DD can be provided to report vessel's position.\*\*\*)

EE (True Course) Enter true course using three (3) digits.

FF (Speed in Knots) Enter the speed of ship in knots. Speed should be described in knots to the nearest tenth, meaning the number entered should be three (3) digits. For example: 09.3 knots or 13.2 knots.

LL (Route Information) Enter the vessel's intended track.

MM (Radio-communication equipment VHF, MF SSB, HF SSB, INMARSAT MES) State in full the names of radio stations and frequencies guarded, the ship's fax number, and satellite or cell phone number.

NN (Time of next report) Provide the date and time of report to the FOSC or COTP by entering a six (6) digit group giving the time and day of month (first two digits) and hours and minutes (last four digits). Be sure to use UTC (Zulu) time.

PP (Cargo on board) State the type and quantity (units) of cargo/bunkers on board. Provide brief details of any dangerous cargoes as well as harmful substances and gases that could endanger persons or the environment.

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QQ (Defects/Damage/Deficiencies/other Limitations) Provide brief details of defects, damage, deficiencies, or other details.

RR (Description of pollution or dangerous goods lost overboard) Provide brief details of the type of pollution (oil, chemicals, etc.) or dangerous goods lost overboard. Be sure to state the chemical's technical name, the UN/IMDG number (if known), the overall impact of the oil spill, and whether or not the chemical is still leaking. The position of vessel is expressed in the same format as Parts C and D of this form. **BE SURE TO INCLUDE A SEPARATE ATTACHMENT.**

SS (Weather & Sea conditions) Enter brief details of weather and sea conditions prevailing. Enter the direction and speed (knots) of the wind, and the direction and height of the swell (meters).

TT (Ship's representative and/or owner) Give contact details of the name and particulars of the ship's representative or owner or both for provision of information.

UU (Ship size and type) Provide details of the ships overall length, greatest breadth, draught, and type. Enter each of these characteristics in meters (m).

XX (Additional information) ATTACH ADDITIONAL SHEETS, IF NECESSARY. Provide other information – including, as appropriate, mobile phone numbers (if any), brief details of incident and reporting party, other ships involved either in the incident, assistance, or salvage. Discuss actions to correct/mitigate the situation, give the number of crewmembers, and details of any injuries or fatalities. Give contact details of the P&I Club and local correspondent. Also, provide any miscellaneous information not mentioned within the reporting form. Spill location information is required to trigger National Response Center agency notifications.

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### Vessel Spill Incident Fax Reporting Form

**ACTUAL INCIDENT: Yes ☐ No ☐**

**DRILL: Yes ☐ No ☐**

TO:			
Fax:			
Email:			
Phone:			
<b>AA</b> (ship name, IMO #, call sign, flag, INMARSAT MES, MMSI, reporting party/Master's name)			
<b>BB</b> (date & time of event)		UTC (Zulu)	
<div style="display: flex; justify-content: space-around;"> <span><u>  </u> <u>  </u> <u>  </u> <u>  </u></span> <span><u>  </u> <u>  </u> <u>  </u> <u>  </u></span> </div>		<div style="display: flex; justify-content: space-around;"> <span><u>  </u> <u>  </u> <u>  </u> <u>  </u></span> <span><u>  </u> <u>  </u> <u>  </u> <u>  </u></span> </div>	
<b>CC</b> (position, latitude, longitude)		<b>DD</b> (bearing, distance from landmark)	
<div style="display: flex; justify-content: space-around;"> <span><u>  </u>° <u>  </u>' <u>  </u>"</span> <span><u>  </u>° <u>  </u>' <u>  </u>"</span> </div>		<div style="display: flex; justify-content: space-around;"> <span><u>  </u>° Brg</span> <span><u>  </u> <u>  </u> <u>  </u> nm from</span> </div>	
<b>EE</b> (true course)		<b>FF</b> (speed in knots)	<b>LL</b> (intended track)
<u>  </u> °T		<u>  </u>	<u>  </u> °
<b>MM</b> Radio-communication equipment VHF, MF SSB, HF SSB, INMARSAT MES (radio station(s) and frequencies guarded, ship fax number, satellite or cell phone number)			
<b>NN</b> (date and time of next report to FOSC or COTP)		UTC (Zulu)	
<u>  </u> <u>  </u> <u>  </u> <u>  </u>		<u>  </u> <u>  </u> <u>  </u> <u>  </u>	
<b>PP</b> (type and quantity (units) of cargo/bunkers on board)			
<b>QQ</b> (brief details of defects/damages)			
<b>RR</b> (Include attachment of brief details of pollution, including estimated amount of loss)			
Estimated quantity lost: <u>                                </u>			
Technical name: <u>                                </u> UN/IMDG number, if known: <u>                                </u> Still leaking? <input type="checkbox"/> Yes or <input type="checkbox"/> No			
<b>SS</b> (brief details of weather and sea conditions)			
WIND direction <u>                                </u>		SWELL direction <u>                                </u>	
speed <u>                                </u> kts		height <u>                                </u> m	
<b>TT</b> (contact details of ship's owner/operator/agent)			
<b>UU</b> (ship size and type)			
Length: <u>                                </u> (m) Breadth: <u>                                </u> (m) Draught: <u>                                </u> (m) Type: <u>                                </u>			
<b>XX</b> (additional information— <b>ATTACH ADDITIONAL SHEETS, IF NECESSARY</b> )			
Brief details of incident and reporting party:		Mobile Phone Numbers (if any)	
Need for outside assistance:			
Actions taken to correct/mitigate the situation:			
Number of crew, injuries, or fatalities:		Crew <u>                                </u>	Injuries <u>                                </u> Fatalities <u>                                </u>
Details of P&I Club and local correspondent:			
<b>Spill Location:</b>			
City <u>                                </u>		State <u>                                </u>	County (if known) <u>                                </u>

Note: The alphabetical reference letters in the following format are from "General principles for ship reporting systems and ship reporting requirements, including guidelines for reporting incidents involving dangerous goods, harmful substances and/or marine pollutants" adopted by the International Maritime Organization by resolution A851 (20). The letters do not follow the complete alphabetical sequence as certain letters are used to designate information required for other standard reporting formats, e.g. those used to transmit route information.



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## **2.6 NOTIFICATION FOR SEAWORTHINESS CALCULATION ASSISTANCE**

Please refer to *Appendix B Vessel Specific Information* of the Owner/Operator plan for Damage Stability Provider and *Appendix C* for Emergency procedures and checklists.

## **2.7 REFERENCE A**

**USCG 33 CFR 153**  
<http://www.access.gpo.gov/nara/cfr/cfr-table-search.html>

Subpart B - Notice of the Discharge of Oil or a Hazardous Substance

153.201 Purpose  
153.203 Procedure for the notice of discharge  
153.205 Fines

## **2.8 REFERENCE B**

**MARPOL 73/78 requirements**

PROTOCOL I

PROVISIONS CONCERNING REPORTS ON INCIDENTS INVOLVING HARMFUL SUBSTANCES (in accordance with Article 8 of the Convention)

Article I  
Duty to Report

Article III  
When to make Reports

Article V  
Supplementary Report

Article II  
Methods of Reporting

Article IV  
Contents of Report